

FOR REQUESTS FOR CITY EMAILS: PLEASE SPECIFY SEARCH CRITERIA

Please fill out this form, scan it and upload it to your public records request on the online system
or send us a message on the system which includes the following information.

Requestor: _____

Request Number: _____

I am requesting emails TO the following people:

FROM the following people:

FOR the following time period:

Beginning date: _____ **Ending date:** _____

WITH the following keywords in the subject line (you may also exclude keywords):

WITH the following keywords in the email body or attachments (you may also exclude keywords):

The above will help the custodian search and extract your emails in a more efficient manner.

Thank you for your cooperation.

Public Records Office, City of Memphis